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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

FROM : Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report
15 May to date

DATE: 21 May 1953

1. General:

- a. Space for I&S [REDACTED] (Continued item - 14 May 1953) No change. 25X1A6a
- b. Quarters for Commo Personnel on [REDACTED] Meeting held with AD/CO and Chief, [REDACTED] regarding quarters. Leasing of existing quarters by Government to be recommended. (Proposed T/O to reach 220). 25X1A6a
25X1A6a
- c. Preparation of Agency Regulations:- Continued progress. 25X1A7b
- d. Eight additional dependent houses for [REDACTED]
 - (1) Contracting Officer, [REDACTED] was advised to extend termination of work on second group of eight houses to 31 May 1953. 25X1A6a
 - (2) Logistics representative in [REDACTED] advised to delay obtaining local bids until further notice. 25X1A5a1
 - (3) Matter discussed further with representative of [REDACTED] in an endeavor to obtain a reasonable lump sum price for completion of second group of eight houses. [REDACTED] will be ready to present lump sum price on or about 25 May. 25X1A5a1
 - (4) In event reasonable price cannot be obtained from [REDACTED] local bids will be obtained. 25X1A5a1

2. Projects and Studies in Process:

- a. Construction & Utilities:
 - 25X1A2g (1) Project [REDACTED] (Commo):- Construction progress continuing. Scheduled for completion during August. Pending revision: (a) sewage systems at the two sites; (b) power supply at [REDACTED] and (c) diesel installations at the two sites. 25X1A6a
 - 25X1A2g (2) Project [REDACTED] - (Continued item - 23 April 1953) No change. 25X1A6a

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(3)

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C/N

- (a) Three bids received (21 contractors solicited). Two bids were below estimate and the other slightly above. Bids are being reviewed prior to contract award.
- (b) Drawings, specifications, and other prebid documents for antennas and power cable were sent to [REDACTED] for soliciting of bids on 21 May. 25X1A6a
- (c) Access road surfacing contract to be negotiated at site prior to end of Fiscal Year 1953.

25X1A2g

- (4) Project [REDACTED] (Training):- Representative of Construction Engineering Br. with representatives of Q/TR and I&S at site preparing construction estimate in cooperation with [REDACTED]. Estimated time two weeks.

25X1A1d

- (5) Project [REDACTED] :- (Continued item - 14 May 1953) No change.

25X1A2g

- (6) Project [REDACTED] (Training):- (Continued item - 30 April and 7 May) No change.

25X1A2g

- (7) Project [REDACTED] (Commo):- Additional proposal required to include fence and other minor items. Firm contract scheduled approximately 1 June 1953.

25X1A6a

- (8) [REDACTED] Commo:-

- (a) Continued item - 14 May, no change.

- (b) Continued item - 14 May, no change.

25X1A6a

- (c) Commo Laboratory, [REDACTED]. Letter of Intent with Architect for preparation of plans and specifications, [REDACTED] acting as Contracting Officer, executed. Contract drafted and pending General Counsel's approval.

25X1A6a

C
C

Staff study for submission to PRC reviewed and approval recommended (\$245,000.).

Representatives of Div. directing site survey, to include necessary information regards water, sewer, and power. All information to be forwarded to Architect by 25 May 1953.

Schedule: 19 May to 9 June preparation of plans

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25X1A6a

(9) [REDACTED] - (Continued item - 30 April) - No change.

25X1A6a

b. Real Estate:-

(1) Use of [REDACTED] (Commo):- (Continued item - 23 April 1953) No change.

FOIAb3b1

(2) [REDACTED] - Roadway completed. Fencing of area pending security requirements from I&S.

25X1A6a

(3) Extension of [REDACTED] for use as office space by NEA/DD/P:- (Continued item - 7 May 1953) No change.

25X1A6a

(4) Installation of vault in I&S, [REDACTED] Pending reply from GSA on continued occupancy of present space.

(5) Metropolitan Area Warehouse:-

25X1A6a

(a) [REDACTED] Warehouse:- Lessor contacted for further negotiations on removal and restoration of premises. Lessor is making further engineering study of the situation.

25X1A6a

(b) [REDACTED] Warehouse:- Follow-up letter written to Lessor requesting meeting be arranged for negotiation of one year lease.

25X1A6a

(c) [REDACTED] Warehouse:- (Continued item - 14 May) No change.

25X1A6a

(6) Office space for [REDACTED] - Request followed-up with GSA, Wash., and it was ascertained that discussions of this situation will be held in the [REDACTED] 25X1A6a

25X1A6a

(7) Furnishing of leased house at [REDACTED] for NEA:- (Continued item - 30 April 1953) No change.

(8)

25X1C4a

(9)

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25X1A7b

(10)

25X1A12a

(11)

25X1A6a

(12) Quarters for Chief of Station, [REDACTED] FE/DD/P:-
Action completed.

25X1A6a

25X1A6a

(13) Increase of vault area in [REDACTED] 25X1A6a
[REDACTED] - RE&C representative visited [REDACTED] and made tentative arrangements to continue occupancy of present space. Upon final determination of occupancy, increase of vault area will be handled accordingly.

25X1A6a

(14) Utilization of space in [REDACTED] - RE&C representative visited office and made arrangements for the release of approximately 438 square feet of space to GSA.

25X1A6a

(15) Lease of Warehouse in [REDACTED] - Letter requesting termination of leases is to be withheld pending inspection of area by Chief of Logistics and Chief, Supply Division.

25X1A6a

(16) Alterations in [REDACTED] - GSA requested to make alterations at a cost of approximately \$1200.

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(17) Closing out of [REDACTED] 25X1A6a
RE&C representative closed out the station at a total cost of \$450. which included removal and shipping of equipment, removal and disposal of poles and tower, and restoration of premises. Equipment due to arrive at [REDACTED] Warehouse this week.

(18)

25X1C4a

(19)

25X1A6a

(20) Inspection of Office space in [REDACTED] - RE&C representative visited the Office and discussed problems relating to utilization, expansion, etc., of office space. No particular problems are present in this Office.

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3. Other items of interest: None.

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4. Special Problems: In view of the numerous projects in progress and the many trips involved which require Travel Orders, it is recommended that Blanket Domestic Travel Orders, as required, be authorized.

		<u>Starting Date</u>	<u>Target Date</u>
	a. Establish accountability system for Agency Real Property:-	(Continued item - 7 May) No change.	
25X1A2g	b. Prepare RE&C portion of CIA Regulation, Part 45.	Current - 40% complete.	30 June 1953
	c. Supervise Planning and Construction of:		
	(1) [REDACTED]	Current 40% complete	1 Aug. 1953
FOIAb3b1	[REDACTED]	15% complete construction to commence early June.	1 Dec. 1953
25X1A2g	(3) [REDACTED]	Current - Preliminary Planning	Not established
25X1A2g	(4) [REDACTED]	Current - Preliminary Planning	Not established
	d. Establish Field Inspection Program for Agency Real Property	10% complete	1 Dec. 1953
25X1A6a	Survey [REDACTED] has been started. Representative visited three locations, reports to contain space utilization, condition data and recommendations.		

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25X1A9a

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